

FULL-TIME POSITION AVAILABLE: Chief Juvenile Officer, Iron County Juvenile Court.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- ☐ Provides case management of juvenile probation cases, including meeting with individuals and their families regarding probation, school, home, drug testing, Drug Court, community service, counseling, and substance abuse assessment.
- ☐ Writes dispositional reports, containing necessary information to determine appropriate course of action for juveniles on probation.
- ☐ Investigates the background of delinquent, abused, and neglected youths and their families.
- ☐ Administers drug screening on a random basis, and processes reports for the Courts.
- ☐ Transports delinquent youth to correctional facilities.
- ☐ Attends court hearings to obtain final dispositions of youth as handed down by the court.
- ☐ Acts as liaison with the community, including the schools, other social and law enforcement agencies, and parents.
- ☐ Refers youth to community programs and monitors out-of-home placements and probation compliance, as well as crisis intervention services when appropriate.
- ☐ Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- ☐ Bachelor's Degree in social work, criminal justice, law enforcement or a related human services field.
- ☐ Law Degree and licensed to practice in Michigan

CERTIFICATIONS, LICENSES (minimum requirements)

- ☐ Within 2 years obtain certification for Juvenile Probation Officer.
- ☐ Must possess and maintain a valid Michigan Operators License and personal auto insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT.

- ☐ Will be required to serve in an "on-call" capacity every other week.
- ☐ Will be required to serve as referee and occasionally be on call in the absence of the judge and magistrate. This may involve swearing warrants, arraigning misdemeanors, and other magistrate's duties.
- ☐ Will be required to perform law clerk duties, e.g. research and writing.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- ☐ May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- ☐ May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- ☐ May be exposed to infectious diseases and/or criminal suspects.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- ☐ Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- ☐ General knowledge of Probate Court, Family Division statutory and regulatory requirements
- ☐ Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- ☐ Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- ☐ Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- ☐ Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community

and the County.

- ☐ Skill in researching and resolving problems in order to ensure compliance
- ☐ Ability to assess and provide guidance within area of specialized knowledge
- ☐ Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise
- ☐ Ability to consistently demonstrate sound ethics and judgment
- ☐ Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- ☐ Ability to facilitate meetings effectively and efficiently
- ☐ Ability to effectively assess and guide both individuals and their families in their area of expertise
- ☐ Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- ☐ Ability to accurately organize and maintain paper documents and electronic files
- ☐ Ability to maintain the confidentiality of information and professional boundaries
- ☐ Ability to use County resources effectively and efficiently

Resumes will be accepted through February 6, 2014

Please mail to:

Hon C. Joseph Schwedler
Iron County Trial Court
2 South 6th, Suite 10
Crystal Falls MI 49920